

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Department Transfer and Temporary Promotion**

Dear [Employee Name],

We are pleased to inform you that you are being transferred to the [New Department Name] department and promoted to the temporary position of [New Job Title], effective from [Start Date].

This assignment is expected to last until [End Date/Return of Permanent Staff/Completion of Project]. During this period, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

In recognition of your increased responsibilities, your salary will be adjusted to [Amount] per [Month/Year] for the duration of this temporary promotion. At the conclusion of this assignment, you will return to your permanent position as [Former Job Title] in the [Former Department] department, and your salary will revert to its previous level, subject to any intervening company-wide adjustments.

Please report to [Supervisor Name] in the [New Department Name] on [Start Date] at [Time].

We appreciate your flexibility and your continued commitment to [Company Name]. Please sign below to acknowledge your acceptance of these temporary terms.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

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**Acknowledgment:**

I, [Employee Name], accept the department transfer and temporary promotion as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_